

Expeditionary Combat Readiness Center (ECRC)

Individual Augmentee Checklist

(Active Duty/Mobilized Reservist)

These mandatory items are to be reviewed and completed by the IA Sailor and his/her parent command or NOSC upon receipt of IA TEMADD, ITDY or Mobilization orders. Parent command/NOSC is to report completion via e-mail to ECRC (ECRC.HQ.FCT@navy.mil) as soon as possible, but no later than 14 days before IA Sailor reports to his or her initial duty station. It is not necessary to send the completed checklist itself. The report of completion should include the IA Sailor's rate/rank, full name, last 4 of SSN, and RTN number stated on orders (i.e. NE-xxxx-xxx), and date the Sailor is scheduled to report to the NMPS or his/her first duty station.

NAME: _____ SEX: M ___ F ___

RANK/RATE: _____ SSN/DESIGNATOR: _____

RESERVE UNIT / PARENT COMMAND: _____

HOME PHONE #: _____ CELL #: _____ E-MAIL: _____

ORDER RECEIPT DATE: _____ NMPS / INITIAL IA REPORT DATE: _____
(YY/MM/DD) (YY/MM/DD)

ULTIMATE IA ASSIGNMENT: _____

COMMAND IA COORDINATOR: _____

PHONE # _____ EMAIL: _____

COMPLETION REPORT DUE TO ECRC _____ (14 days prior to IA initial report date)
(YY/MM/DD)

COMPLETION REPORT MADE TO ECRC _____
(YY/MM/DD)

ECRC and DA7425 Checklists Complete:

DEPLOYABLE / NON-DEPLOYABLE _____
CO/OIC or designated representative

NOTE: A mark of NO to any line item MAY indicate NON-DEPLOYABLE status

| A. DA 7425 | YES | NO | N/A |
|--|------------|-----------|------------|
| Complete all verifiable, applicable items of DA 7425 simultaneously with this checklist (link to DA 7425 and specific completion instructions are located at the NKO website). | | | |

| B. MEDICAL | YES | NO | N/A |
|--|------------|-----------|------------|
| 1. Medical record in hand. | | | |
| 2. NOSC/Parent command entered medical data in NMCMPs. | | | |
| 3. Medical Readiness Data entered into MRRS. | | | |
| 4. Food/drug allergies with medical warning tags on hand or ordered. | | | |
| 5. Immunizations up to date (5a – 5m). | | | |
| a. Hepatitis A (2 shot series). | | | |
| b. Hepatitis B (3 shot series). | | | |
| c. Influenza (each year, seasonally). | | | |
| d. PPD (annually). | | | |
| e. Typhoid (within 2 years for injection, 4 years oral vaccine). | | | |
| f. Tetanus (within 10 years). | | | |
| g. Yellow Fever (location dependent, last dose w/in 10 years). | | | |
| h. Smallpox series (within 10 years). | | | |
| i. MMR (once, or documented titer). | | | |
| j. Oral polio vaccine/Inactivated polio virus vaccine (Once). | | | |
| k. Meningococcal (location dependent, within 5 years). | | | |
| l. Pneumococcal [Asplenic (for persons without spleen) only]. | | | |
| m. Immunization data reported via SAMS or MRRS. | | | |
| 6. Blood type and Rh factor and date of blood draw documented. | | | |
| 7. HIV-1 antibody test within 2 yrs of deployment or sample collected (must have results prior to receiving live vaccine). | | | |
| a. HIV Negative (Note: HIV Positive NOT DEPLOYABLE). | | | |
| 8. DNA sample on file or collected with proof of registry with AFIP. | | | |
| 9. G6PD results and date of blood draw documented. | | | |

| B. MEDICAL (cont.) | YES | NO | N/A |
|--|------------|-----------|------------|
| 10. Sickie Cell results and date of blood draw documented. | | | |
| 11. Negative pregnancy test w/i 30 days of deployment (written proof of tubal ligation / hysterectomy are exception). | | | |
| 12. Copy of most recent (within one year) DD Form 771, eyeglass prescription. | | | |
| a. one set of same prescription eyeglasses. | | | |
| 13. Copy of medication prescriptions. | | | |
| a. IA traveling overseas, in possession of minimum 180 day supply of same medication prescription(s). | | | |
| 14. Documented Periodic Health Assessment (PHA) within the last 6 months. | | | |
| 15. Female – documented valid Pap Smear results within 12 months of deployment if < 30 years of age, 30+ years may be done every 2-3 years, if the previous 3 pap smears are normal. | | | |
| 16. Female (if over age 40) – documented annual mammogram is recommended. | | | |
| 17. Any recent surgery (within 6 months), including Lasik or cataract documented in medical record. | | | |
| 18. Any chronic health conditions (i.e., hypertension, heart disease, diabetes, asthma, sleep apnea, thyroid disease, susceptibility to heat exhaustion) documented in medical record. | | | |
| 19. Any metal in the body (including plates/screws) documented in medical record. | | | |
| 20. IA is within height/weight standards. | | | |
| 21. IA is within physical fitness standards. | | | |
| 22. Any bone, back, knee or joint disorders documented in medical record. | | | |
| 23. IA is able to walk several miles in combat boots. | | | |
| 24. IA is able to carry field gear, flak jacket, helmet, and weapon (48 lbs) for 2 miles. | | | |
| 25. Urinalysis conducted with negative results or negative screening documented within past 30 days. | | | |
| 26. Mobilized Reserve IA reported any TNPQ (temp. NPQ) or NPQ (not physically qualified) status (AC Sailors - N/A). | | | |

| B. MEDICAL (cont.) | YES | NO | N/A |
|--|------------|-----------|------------|
| 27. IA has NOT received any workers' compensation at civilian job within past 12 months. | | | |
| 28. IA has NOT or does NOT receive any VA medical disability. | | | |
| 29. If IA wears corrective lenses, must have 1 set of inserts for the M40 gas mask. | | | |
| 30. If IA wears corrective lenses, must have 1 set of UVEX lenses for ballistic sunglasses. | | | |
| 31. IA fitted and issued hearing protection (ear plugs). | | | |
| 32. Significant medical condition(s) documented in medical record. | | | |
| 33. DD Form 2215 (Reference Audiogram) or DD Form 2216 (Periodic Audiogram) w/in 12 months or on file in HREC. | | | |
| 33 IA is physically qualified, not awaiting Medical Retention Review, not receiving Line of Duty benefits, and not awaiting a Physical Evaluation Board. | | | |

| C. DENTAL CLASSIFICATION | YES | NO | N/A |
|---|------------|-----------|------------|
| 1. IA has dental record in hand. | | | |
| 2. NOSC/Parent command entered dental data in NMCMPs. | | | |
| 3. IA has current bitewing x-rays (within 2 years). | | | |
| 4. IA has current panogram (within 5 years, or more recently if any recent, significant dental work). | | | |
| 5. Copies of current bitewing and panogram X-rays in Dental record. | | | |
| 6. Current T-2 Dental exam (projecting to the end of deployment period). | | | |
| a. Copy of current T-2 Dental exam report in medical record. | | | |
| 7. Dental data entered into MRRS. | | | |
| 8. IA traveling overseas has orthodontic appliances in possession. | | | |
| 9. Mobilized Reserve IA has documentation of enrollment in TRICARE SELRES Dental Program, if desired. | | | |
| 10. Significant dental condition(s) documented in dental record. | | | |

| D. PAY AND PERSONNEL | YES | NO | N/A |
|--|------------|-----------|------------|
| 1. IA has documentation to support any claim for delay/exemption. | | | |
| 2. IA has NOT been deployed within 6 months prior to the start of the IA assignment. | | | |
| 3. IA has a minimum 18 Months OBLISERV (Active Duty EAOS / Mobilized Reserve EREN) from report date. | | | |
| a. High Year Tenure (HYT) waiver approved (as necessary). | | | |
| b. Active duty IA Perform To Serve (PTS) submitted if on first term enlistment (Mobilized Reserve mark N/A). | | | |
| 4. Active Duty IA's PRD is at least 1 month after scheduled return (extend PRD as necessary) or has been issued Indeterminate Temporary Duty (ITDY) Orders (Mobilized Reserve IA N/A). | | | |
| 5. IA has successfully tested access to their DFAS "My Pay" account. | | | |
| 6. IA has active Government Travel Charge Card (GTCC). | | | |
| a. IA's APC advised to retain GTCC for the duration of the IA assignment, UNLESS specifically directed otherwise. | | | |
| b. IA's APC advised to identify account as Mission Critical (between 31st and 60th day of account delinquency). | | | |
| c. IA's APC provided with ECRC contact info to assist with seriously delinquent (greater than 90 days) account. | | | |
| 7. IA has successfully tested Common Access Card (CAC) Identification. | | | |
| a. PIN valid. | | | |
| b. verified PKI (3 certificates present – encryption, ID and signature). | | | |
| c. default set to signature. | | | |
| 8. Mobilized Reserve IA reviewed www.dod.mil/ra for eligibility for Reserve Income Replacement Program (RIRP) (Active Duty IA mark N/A). | | | |
| a. Eligible Mobilized Reserve IA has supporting documents necessary for RIRP (Ineligible Mobilized Reserve IA or Active Duty IA mark N/A). | | | |
| b. Eligible Mobilized Reserve IA has completed required forms and submitted to Reserve Center or ECRC (Ineligible Mobilized Reserve IA or Active Duty IA mark N/A). | | | |

| D. PAY AND PERSONNEL (cont) | YES | NO | N/A |
|---|-----|----|-----|
| 9. IA has signed statement from licensed physician for any incapacitated family member(s) over 21 years of age. | | | |
| 10. Mobilized Reserve IA has 3 voided personal checks or deposit slips displaying bank information for direct deposit (Active Duty IA mark N/A). | | | |
| 11. Mobilized Reserve IA has bank account information (name, address, telephone, RTN, account number) for each desired allotment (Active Duty IA mark N/A). | | | |
| 12. IA has Battle Record in hand (Battle Record contains copies of documents listed 12a-12h). | | | |
| a. IA orders. | | | |
| b. current contract with any extensions (not required for officers). | | | |
| c. current PG2 and SGLI. | | | |
| d. All PG4s to document qualifications, awards and ASVAB scores) (not required for officers). | | | |
| e. PG5 (not required for officers). | | | |
| f. Evaluations/FITREPS (document last 3 years) (officers may carry separately). | | | |
| g. Family Separation Allowance Form (DD 1561 revision NOV06) if member has eligible dependents. | | | |
| h. Advancement Worksheet (NETPDTC 1430/3) for next eligible advancement exam. | | | |
| 13. If active duty IA assignment is to a combat zone, a duplicate Battle Record forwarded to Center of Excellence (Active Duty IA assigned to CONUS based unit AND all Mobilized Reserve IA mark N/A). | | | |
| 14. Security Clearance annotated and signed as verified on IA orders. | | | |
| 15. IA verified all evals/FITREPS for continuity and corrected any gaps in dates. | | | |
| 16. IA has a detachment of individual eval/FITNESS report in Field Service Record (FSR) for this mobilization or ITDY assignment (Active Duty IA on regular TEMADD (not ITDY) mark N/A – no detachment eval/FITREP required). | | | |

| D. PAY AND PERSONNEL (cont) | YES | NO | N/A |
|--|-----|----|-----|
| 17. Active Duty IA has submitted eval/FITREP input for next regular periodic report at parent command (Mobilized Reserve IA AND Active Duty IA issued ITDY orders mark N/A –next periodic to be done by IA command). | | | |
| 18. Mobilized Reserve IA AND Active Duty IA issued ITDY orders have FSR in hand (Active Duty IA on TEMADD orders mark N/A – current serving personnel office retains FSR). | | | |
| 19. IA has copy of current mortgage, lease or rental agreement in possession. | | | |
| a. Mobilized Reserve IA reviewed address on mobilization orders (Active Duty IA mark N/A). | | | |
| b. Mobilized Reserve IA provided Reserve Center with documents to correct address on mobilization orders (Active Duty IA or Mobilized Reserve IA with correct address on mobilization orders mark N/A). | | | |
| 20. IA's personal awards verified on Navy Department Awards Web Services (NDAWS). | | | |
| a. Parent command or NOSC has documents necessary to update personal awards. | | | |
| 21. IA record reviewed by Educational Services Officer (ESO) for advancement exam eligibility during IA assignment. | | | |
| a. If eligible, ESO made arrangements for testing (early or late) or forwarding of advancement exam. | | | |
| 22. Mobilized Reserve IA has documentation of one month's average utilities (Active Duty IA mark N/A). | | | |
| 23. IA has documentation for any special pay qualification(s) and entitlement(s). | | | |
| 24. IA not entitled to BAH - orders provided to Personal Property Office for review of non-temporary storage. | | | |
| 25. IA entitled to single BAH, BUT instead desires non-temporary storage, order writer contacted for authorization. | | | |
| 26. IA has birth certificate or passport IF specifically directed by orders to get a passport. | | | |
| 27. If Medical Corps, Dental Corps, Medical Service Corps, or Nurse Corps, IA has certified copies or proof of: | | | |
| a. Current license/certificate. | | | |

| D. PAY AND PERSONNEL (cont) | YES | NO | N/A |
|---|------------|-----------|------------|
| b. Current BCLS, ACLS, PALS, etc. | | | |
| c. Current demographic information if Medical Corps. | | | |
| d. Internship. | | | |
| e. Residency. | | | |
| f. Board certifications. | | | |
| 28. IA, not traveling overseas, has vehicle registration and insurance documentation, IF orders authorize POV travel. | | | |
| 29. IA has certification of full-time student enrollment from school registrar for college-age family member(s). | | | |
| 30. IA travel arrangements have been made by parent command or NOSC via SATO to first destination - order accounting data (centrally billed account (CBA)) used for funding - NOT billed to IA's GTCC (mark NA only if first IA duty station is same geographic location – no air travel required). | | | |
| a. IA briefed on travel arrangements (mark NA only first IA duty station is in same geographic location). | | | |
| b. receiving command POC (identified within orders) notified of IA's arrival information. | | | |

| E. TRAINING | YES | NO | N/A |
|--|------------|-----------|------------|
| 1. IA completed online training (via NKO) and has printed completion certificates (1a – 1n) in possession. | | | |
| a. CANSF-ATFP-OCONUS-1.0 ATFP Level I Awareness Training for Overseas Service Members (OCONUS) | | | |
| b. CANS-M16WS-1.0 M16 WEAPON SAFETY | | | |
| c. CANS-M9SP-1.0 M9 SERVICE PISTOL TRAINING | | | |
| d. CPD-GMT07-013 FY07 General Military Training Unit 1.3 Operations Security | | | |
| e. CPD-GMT07-022 FY06 General Military Training Unit 2.2 Anger Management and Suicide Awareness | | | |
| f. CPD-GMT07-032 FY06 GMT Unit 3.2 Fraternization & Sexual Harassment | | | |

| E. TRAINING (cont) | YES | NO | N/A |
|--|------------|-----------|------------|
| g. CPD-GMT07-033 FY06 GMT Unit 3.3 Sexual Assault | | | |
| h. DOD-IAA-V2.0 DOD Information Assurance Awareness | | | |
| i. JKDDC-TIP-1 Trafficking in Persons Basic Awareness Training | | | |
| j. JOB-Level B Level B - Code of Conduct (SERE 100) | | | |
| k. NPDC-CWI-1 COLD WEATHER INJURIES | | | |
| l. NPDC-HWI-1 HOT WEATHER INJURIES | | | |
| m. NPDC-SAEDA-1 SAEDA BRIEFING | | | |
| n. NPDC-USAV-1 UNITED STATES ARMY VALUES | | | |
| 2. IA has PT gear in possession (mark a and b NA if traveling to NMPS Norfolk). | | | |
| a. Navy T-Shirt (IA traveling to NMPS Norfolk first will be issued gear – mark N/A). | | | |
| b. Navy Shorts (IA traveling to NMPS Norfolk first will be issued gear – mark N/A). | | | |
| c. Navy Sweatsuit (pants and shirt). | | | |
| d. Running Shoes. | | | |

| F. PERSONAL AFFAIRS RELATED | YES | NO | N/A |
|---|------------|-----------|------------|
| 1. IA's family has been provided the IA Family Handbook. | | | |
| 2. IA's family has been provided contact information for Command IA Coordinator and Ombudsman. | | | |
| 3. IA's family has member's complete name, rank, SSN and command name for emergency purposes. | | | |
| 4. IA has documentation to support continued enrollment in Exceptional Family Member (EFM) programs. | | | |
| 5. IA has copy of current Family Care Certificate (required for single parents and dual military parents only). | | | |
| 6. IA verified dependent DEERS enrollment and ID Cards, arrangements made if ID card(s) expire during deployment. | | | |
| 7. Fleet and Family Support Center Pre-deployment Brief Completed. | | | |

| G. LEGAL | YES | NO | N/A |
|---|-----|----|-----|
| 1. IA counseled regarding importance of a will (although a will is not required, it is highly recommended). | | | |
| a. Page 2 updated to reflect location of current valid will (mark N/A only if IA elects no will). | | | |
| 2. IA has of current power(s) of attorney in possession (mark N/A only if IA elects NO power of attorney(s)). | | | |
| 3. Mobilized Reserve IA has pre-mobilization legal briefing scheduled. | | | |